



POLICY

ENROLMENT

Purpose

Firbank is proud to be an open entry school. Students at Firbank come from a range of different cultural, religious, social, and economic backgrounds as well as from many different locations in Australia and overseas. This diversity benefits the School community.

Education is offered to girls from ELC to Year 12 at our Brighton campuses, and to boys and girls from ELC 3 to Year 6 at our Sandringham campus.

Places are offered at all year levels if vacancies exist.

The School considers a range of factors for an offer to be made to a student. These include, but are not limited to:

- Student enrolment interview
- How the School can support the student
- Whether the School can adequately cater for a child's needs given reasonable adjustments
- Suitability of the child to board at the School (if applicable)

When applications are received, they are placed on a list in order of receipt of the application.

Priority of entry is given to affiliations with Firbank Grammar School:

- A brother or sister of a student currently or previously enrolled at Firbank Grammar School.
- A returning student that has been offered a future place at time of departure.
- A direct relative of an Old Grammarian
- A son or daughter of a staff member at Firbank Grammar School.
- A brother or sister of a student currently enrolled at Brighton Grammar School.

Offers of places are made solely at the discretion of the School.



The Enrolment Process

Step 1 – Application Form

An application must be made [online](#).

Please note:

- An application is a pre-requisite for admission, but not a guarantee of admission.
- A copy of the student's birth certificate is to accompany the application.
- A non-refundable application fee of \$200 applies and is payable at the time of application.
- The School has strong enrolments and waiting lists apply at most year levels.

Step 2 – Processing Applications

Applications are accepted for all year levels if vacancies exist.

All applications are processed and placed on the application list for the selected year of entry. A letter acknowledging receipt of your application and application fee will then be issued.

Step 3 – Progressing Applications

As your child's year of entry approaches, you will be contacted regarding confirmation of your interest in enrolment for the requested year level.

Step 4 – Offers of Enrolment

For entry at our key intake years (ELC3, Prep, Year 5, Year 7) our offer process will commence approximately two and a half years prior to the year of entry, noting this process can take several months to complete. Offers for non-intake years will occur the year prior to the date of entry.

All students are required to have an enrolment interview prior to commencing at Firbank. Depending on which year level the student is being considered for, the interview may occur before or after receiving the letter of offer. Offers made prior to the enrolment interview, are pending the successful enrolment interview. The School reserves the right to rescind an offer.

The enrolment interview will be with the Head of Campus or a member of the Campus Leadership Team. Prior to the interview, parents should have submitted the provision of supporting documentation including a copy of the student's latest school report, latest NAPLAN results (if relevant) and any other educational assessment that the

student has undertaken. Parents will also need to articulate any specific learning needs or health issues at this interview.

For entry into ELC, children are required to be fully immunised. Immunisation records must be provided prior to confirmation of enrolment.

Following the interview, a letter formally offering a place in the School is sent.

Step 5 – Acceptance of an Offer

Once an offer is received, families should confirm their acceptance by returning the completed Student Enrolment Contract within 7 days and paying the non-refundable Confirmation of Enrolment Fee of \$2,000.

Early Learning Centre (ELC) Enrolments

ELC enrolments are conducted as stated in Steps 1 - 5, with the following variations.

1. Children are to be fully toilet trained before commencement.
2. Children must turn 3 years of age by 30 April the year they commence, and can only attend once they have turned 3.
3. As per Australian Government regulations, the School requires current Immunisation Certificates. These Immunisation records must follow Australian Government regulations.

Junior School Enrolments

Junior School Enrolments are conducted as stated above in Steps 1 - 5, with the following variations:

1. Students entering Preparatory level must be 5 years of age by April 30 on the Year of commencement.
2. The School requires current Immunisation Certificates.

Full Fee Paying Enrolments (International Students)

Full Fee Paying enrolments are conducted as stated in Steps 1 - 5, with the following variations:

1. A copy of the student's passport is to accompany the application.
2. The student's birth certificate must be a certified copy translated in English.
3. A copy of English language test results (AEAS) must be provided prior to the interview. If the student does not meet the minimum level of English needed for the Year level of entry, the school may opt to provide a conditional offer at the successful completion of the enrolment interview.
4. A copy of the two most recent school reports translated into English must be provided prior to the interview.
5. In addition to the \$2000 enrolment fee, families must pay a \$2500



- Interest Free Deposit (refundable upon application one Year 12 is completed) to confirm their acceptance of the offer.
6. Overseas Student Health Cover (OSHC) must be arranged either by Firbank or the family and agreed upon when the family return the accepted International Contract. A copy of the OSHC must be provided prior to commencement if organised by the family. If Firbank are organising OSHC a copy will be provided to the family and student prior to commencement.
 7. Firbank will issue a Certificate of Enrolment (COE) upon acceptance of the International Contract and receipt of all paperwork and payments.
 8. Enrolment as a full fee paying student into the Boarding House requires the family to also sign a contract with ISA (International Student Alliance) Guardian and Welfare service to appoint a Local Support Person.
 9. Visas for students and guardians (if living with a relative) must be provided to Firbank prior to commencement. Students entering the Senior School must live in our Boarding House.

Enrolment can be deferred with the understanding that such deferral may not guarantee a place in the future. Where a place is accepted but is not subsequently taken up, the place and the enrolment fee will be forfeited to the School.

Fees Schedules

Firbank's current [Fee Schedule](#) is available on the School Website.

A proportion of funds raised, or fees collected by the school may be used to support the operation of the ELC.

Related Policies and documents

Codes of Conduct for students, parents and guardians are outlined in the Firbank [Behaviour Management Policy](#), [Relationship and Engagement Commitment](#) and [Parent Code of Conduct](#).

Approval and Review

Policy Issue date	September 2025
Policy Owner	Director of Admissions
Document updated by	Risk and Compliance
Document reviewed by	Director of Admissions
Document approved/endorsed by	Principal
Next Review date	September 2027